

DIVERSITY SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, and coordinate a variety of diversity related programs and trainings. To provide advice and recommendations to departments regarding diversity related issues. Serve as a liaison to various cultural and faith-based community groups. Provide support to the Diversity Department.

Supervision Received and Exercised:

Reports to and receives general supervision from the Diversity Manager.

Works as a liaison with assigned department(s) and may receive general work direction from the assigned department's manager.

May receive functional and/or technical direction from the Senior Diversity Specialist.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Serve as diversity consultant to assigned city department(s)
- Work closely with the Diversity Manager to coordinate specialized and customized diversity training, workshops, and seminars for assigned city department(s) as well as conducting training, selecting speakers, and developing program content
- Participate on diversity projects that strengthen organizational systems to support a diverse workforce; research, develop and recommend policies on diversity
- Serve as a technical resource and point of contact to resolve sensitive diversityrelated issues that impact community relations; communicate and provide information to the public in conjunction with the Community Relations Department
- Coordinate community diversity events, activities and new programs; develop and implement processes or programs to integrate diversity into the city's image and marketing strategies; and expand diversity outreach to more segments of the community

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Diversity Specialist (continued)

- Provide guidance on diversity outreach efforts to recruit and to retain quality personnel for assigned department(s)
- Provide information, guidance, and assistance to supervisors and employees on diversity related topics or work related concerns; assists with the Diversity Manager with the department's role as one of the City's "safe havens"
- Help facilitate communication and positive working relationships in matters of diversity within the assigned department(s)
- Participate in the process of developing the assigned department(s) policies and procedures; advise staff on departmental and city-wide diversity policies and procedures; collect and analyze data in order to make recommendations and provide reports to the assigned department(s) manager.
- Facilitate the development of the assigned department(s)' Diversity Strategic Plan and assist in the implementation of the Plan to promote diversity
- Review and evaluate diversity related work products, methods and procedures with the input of department staff
- Perform additional duties as needed for the Diversity Department and provide services to other city departments and the community
- Perform other related duties as assigned.

Minimum Qualifications:

Experience:

Three years of full-time, professional-level experience in diversity; workplace mediation; public relations; and/or developing and administering training and outreach programs.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communication, public relations, business administration, public administration, psychology, social services, or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

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(Pending)

Competencies:

(Pending)

Job Code: 293

Status: Exempt / Classified